

August 17, 2000

(X) Action Required  
Date Due: 10-15-01

BULLETIN NO. 66-01 EXECUTIVE SERVICES

TO: Educational Service District Superintendents  
Chief School District Administrators

FROM: Dr. Terry Bergeson, State Superintendent of Public Instruction

RE: Minimum Basic Education Requirement Compliance

Attached is the **Minimum Basic Education Compliance** form (FORM SPI 1497). Last school year this form replaced the 23-page Application for Entitlement to Basic Education Funding (FORM M-808). Reporting on FORM SPI 1497 gives assurance to the State Board of Education (SBE) that school districts are in compliance with the minimum requirements of the Basic Education Act as well as several other provisions.

On September 1, 2000, modifications of basic education requirements took place due to repeals/amendments of statutes associated with implementation of a performance-based education system. This revised form greatly reduced paperwork for schools and district offices. As the state moves more fully toward a performance-based system, it is important that schools and school districts be freed from unnecessary and labor-intensive calculations regarding seat time issues.

The following requirements remain in statute and will continue to be reported to the State Board of Education.

- **Total Instructional Hour Offerings (RCW 28A.150.220 and WAC 180-16-200)**  
Kindergarten offerings of 450 hours  
Grades 1-12 offerings of a district-wide average of 1,000 hours linked to the essential academic learning requirements and other district-determined subjects/activities.

- **K-3/4-12 Students to Classroom Teacher Ratio (RCW 28A.150.250 and WAC 180-16-210)**  
The district ratio of students per classroom teacher in grades kindergarten through three is not greater than the ratio of students per classroom teacher in grades four and above.
- **Minimum 180-Day School Year (RCW 28A.150.220[3] and WAC 180-16-215)**  
The 180-day program is accessible to all legally eligible students, including students with disabilities five years of age and under 21 years of age who have not completed high school graduation requirements.
- **Current and Valid Certificates (RCW 28A.400.100 and RCW 28A.410.025, WAC 180-16-220)**  
All school district employees serving in positions requiring a professional education teacher or administrative permit, certificate, or credential **DO** hold a valid permit, certificate, or credential.

**The following were REPEALED effective September 1, 2000:**

**RCW 28A.150.260 and WAC 18-16-205) Classroom teacher contact hours requirement.**

The average annual classroom contact hours for each average annual full-time equivalent certificated classroom teacher employed by a school district shall be no less than 25 hours per week.

**(RCW 28A.320.200 and Chapter 180-53 WAC) Self-study process by school districts.**

Each school district board of directors shall develop a schedule and process by which each public school within its jurisdiction shall undertake self-study procedures on a regular basis.

Repeal of the statutory self-study requirement does NOT affect the rules of the SBE that permit the self-study option for schools seeking accreditation. Only if the SBE changes its rules would this current option be affected. (The other option is through the Northwest Association of Schools and Colleges.)

August 17, 2001

School districts **ARE REQUIRED** to complete FORM 1497 and mail **one** copy, with original signatures of the superintendent and board chair, to the SBE, Basic Education Assistance, by **October 15, 2001.**

The attached out-of-endorsement document is to be completed only if the school district assigned teacher(s) out of their endorsed area in the 2000-2001 school year.

**Please** contact the State Board of Education office if you wish to **petition** the Board for a waiver for substantial lack of classroom space (WAC 180-16-225), minimum 180-day school year (WAC 180-16-215), school day as related to the teacher (WAC 180-44-050), or alternative high school graduation requirements (WAC 180-51).

FORM 1497 does not require backup documentation; however, please be advised that you may need to provide such backup documentation for auditing purposes. FORM 1497 can also be found on the SBE Web site at [ww.k12.wa.us/sbe](http://ww.k12.wa.us/sbe).

Requests for further information or clarification of this entitlement application should be directed to the State Board of Education, Basic Education Assistance, Room 253C, Old Capitol Building, P.O. Box 47206, Olympia, WA 98504-7206, (360) 725-6030 or TTY (360) 664-3631.

#### EXECUTIVE SERVICES

Pat Eirish, Manager  
Research and Assistance Program  
Basic Education Assistance  
State Board of Education

LD.pe

Attachments